USAID | HEALTH, SAFETY & EMERGENCY MANAGEMENT
FROM THE AMERICAN PEOPLE

Ronald Reagan Building Occupant Emergency Plan (OEP) Guidance

Ronald Reagan Building
1300 Pennsylvania Avenue, Northwest
Washington, D.C. 20523

Revised April 2015

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4. Point of Contact:

   USAID Point of Contact

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   Bureau of Management/Management Service
   US Agency for International Development

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Message from the USAID Designated Official (DO)

April 2015

Dear Colleagues,

At the US Agency for International Development (USAID), safeguarding the welfare of our employees, contractors, and visitors is our highest priority. Both the Emergency Action Plan (EAP) and the Occupant Emergency Plan (OEP) guidance provide you with the information you need to prepare for and respond to an emergency. The ultimate success of USAID's Occupant Emergency Program, however, rests with you.

This document, hereby referred to as the OEP, combines the USG standards with USAID-specific guidance and serves as both the EAP and the OEP. Please take the time to study the guidance and learn what you can do to prepare for and, if need be, respond to an emergency. Also, please pay special attention to evacuation, shelter-in-place, lockdown, and active shooter procedures. All employees should be familiar with shelter-in-place locations, evacuation assembly sites, and potential areas in which to hide from an active shooter.

Additionally, readers should note that the OEP is in strict compliance with the specific requirements of USAID policy, contained in the Automated Directive System (ADS) 529: Safety Program, and policies of the Occupational Safety and Health Administration (OSHA). There is an OEP for each of USAID's facilities in the National Capital Region.; they can be found at https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program.

If you anticipate needing assistance during an emergency due to an access and/or functional need, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. Please note, this email address is **NOT** intended to receive requests for help during an emergency.

Finally, we would like to remind all personnel that USAID's Office of Security, including uniformed security guards, the USAID Emergency Management Staff and other emergency responders, work together to ensure everyone's safety during an emergency. It is imperative that you follow their instructions at all times.

Thank you in advance for your support and cooperation,

Luis F. Garcia
USAID Designated Official for Emergency Preparedness
Director, Office of Management Services
Bureau for Management

Emergency Contacts and Telephone Numbers

Agency/Office	Primary Phone Number	Secondary Phone Number
USAID Security	**202-712-5644**	**202-712-0990**
RRB Health Unit **Monday-Friday, 7:30 AM-5:00 PM**	202-565-1940	202-565-1939
DC Fire & EMS	9-1-1 **Not required to dial "9" first when using a USAID desk phone**	202-373-9700
DC Metropolitan Police Department	9-1-1 **Not required to dial "9" first when using a USAID desk phone**	202-373-9700
Federal Protective Service (FPS)	202-708-1111	202-245-2504
DC Poison Control	800-222-1222	202-625-3333
DC Animal Control	202-576-6664	202-234-862

USAID Emergency Points of Contact

The following USAID points of contact may be used by employees who need more information about the plan and/or an explanation of their duties and responsibilities under the plan:

- Luis Garcia, USAID Designated Official, lugarcia@usaid.gov
- Taro Jones, USAID Designated Alternate Official, tarjones@usaid.gov
- USAID Emergency Preparedness at emergency@usaid.gov
- Chris Orbits, USAID Occupational Safety & Health Manager, corbits@usaid.gov
- Emory Fristoe, USAID Emergency Manager, efristoe@usaid.gov
- Todd Jasper, USAID Emergency Management Contractor, tjasper@usaid.gov

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Abbreviations and Acronyms

ADS	Automated Directive System
AED	Automated External Defibrillator
B/IO	Bureau/Independent Office
CFR	Code of Federal Regulation
CPR	Cardiopulmonary resuscitation
DAO	Designated Alternate Official
DC	District of Columbia
DO	Designated Official
EAM	Evacuation Accountability Monitor
EAP	Emergency Action Plan
EAS	Evacuation Assembly Site
EMS	Emergency Medical Services
FPS	Federal Protective Service
FSC	Facility Security Council
GSA	General Services Administration
HAZMAT	Hazardous materials
HIPAA	Health Insurance Portability and Accountability Act
HMD	Headquarters Management Division
ICS	Incident Command System
I-EAP	Individual Emergency Action Plan
M	Management Bureau
MS	Office of Management Services
NEO	New Employee Orientation
NIMS	National Incident Management System
NW	Northwest
OCRD	Office of Civil Rights and Diversity
OEC	Occupant Emergency Coordinator
OEO	Occupant Emergency Organization
OEP	Occupant Emergency Plan
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
RRB	Ronald Reagan Building
USAID	United States Agency for International Development
USG	US Government

Emergency Management

Roles and Responsibilities

USAID Designated Official

USAID's Designated Official (DO) for Emergency Preparedness is the Director, Office of Management Services, Bureau for Management (M/MS). USAID's Designated Alternate Official (DAO) for Emergency Preparedness is the Branch Chief, Headquarters Management Division, Office of Management Services, Bureau for Management (M/MS/HMD).

The following responsibilities of the DO/DAO are mandated by 41 CFR 102-74:

- Develop, implement, and maintain an occupant emergency plan.
- Establish, staff, and train an Occupant Emergency Organization (OEO) to manage emergency preparedness and coordinate a response in the event of an emergency. As appropriate, activate and coordinate the actions of the OEO during and after an emergency.
- Develop, approve, activate, implement, and maintain an occupant emergency plan for each facility and update the plan on an annual basis.
- Designate an Occupant Emergency Coordinator to oversee the day-to-day occupant emergency plan activities, including planning, training, and exercises. Ensure the appointed Coordinator is trained on his/her responsibilities before, during, and following an incident.
- Assume the duties of the Occupant Emergency Coordinator or appoint another to assume the functional responsibilities if required.
- Initiate appropriate action according to the Occupant Emergency Plan when there is advance notice of an emergency.
- Initiate action to evacuate or relocate occupants as appropriate in accordance with the Occupant Emergency Plan by sounding the fire alarm or by other appropriate means.
- Coordinate with local emergency responders during the incident and with the security provider on facility security related matters.
- Represent USAID's interests to public safety and response agencies in conjunction with the General Services Administration (GSA) and other key stakeholders.
- Attend or delegate a representative to attend Facility Security Council (FSC) meetings. The purpose of the FSC is to discuss and implement the standards and best practices developed by the Interagency Security Committee. The FSC

has no function during emergencies and serves to support interagency coordination regarding security and emergency preparedness before or after an incident occurs. The GSA representatives in the Ronald Reagan Building typically convene meetings monthly.

Occupant Emergency Coordinator

- Oversee the day-to-day Occupant Emergency Plan activities including OEO recruitment planning, testing, training, and exercises. Working in conjunction with USAID's building managers for each facility, solicit the assistance of the landlord in the establishment and implementation of plans in leased space.
- Ensure the contact information and roster of OEO personnel is kept updated and made available to employees and occupant agencies by publishing it at https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program.
- Ensure a process for evacuation and accountability is in place for all occupants, and ensure managers, supervisors, and others as appropriate understand their responsibilities for the safety of any visitors in the work area if the occupant emergency plan is activated.
- Share, reconcile any planning conflicts, and exercise occupant emergency plan procedures with other tenants of the facility, GSA (if applicable), Federal Protective Service (FPS), onsite contractor representatives, adjacent facilities, local fire and emergency medical services, local emergency planning committee, and local law enforcement agencies.
- As a member of the OEO, participate in coordinating a response to an emergency as appropriate. NOTE: The Emergency Coordinator may assume the duties as the Incident Commander during emergency incidents per the National Incident Management System (NIMS).
- Provide a summary explanation about an incident and response to senior management for possible distribution to occupants upon re-entry to the facility following an emergency.
- Conduct after-action reviews and meetings to identify and coordinate any corrective measures to the plan and response.
- Ensure the Designated Official and alternate and other members of the OEO are trained in their roles and responsibilities and equipped with identifying garments (such as hats or vests).

Federal Managers and Supervisors

- Ensure those occupants identified as requiring assistance during an evacuation or shelter-in-place have a customized plan that includes the assistance required, the name of the person(s) volunteering to assist, method for maintaining

accountability, type of equipment required (if any), and the evacuation route from the assigned work space.

- Ensure those occupants under their supervision with self-identified assistance needs can be accounted for during an incident.
- Identify any volunteer(s) willing to assist person(s) with disabilities or needing assistance.
- Ensure that, during an emergency, all occupants in the office or suite check-in at the designated evacuation assembly site, remain there, and comply with any instructions given by the occupant emergency plan team or emergency responders.
- Inform personnel they can re-enter the facility after the “all clear” is given;
- Communicate management’s decisions if the facility is not able to be reoccupied following an emergency.
- Ensure new and current employees under their supervision are aware of the building- specific OEO, Occupant Emergency Plans, and actions expected during any emergency.
- Participate in testing, training, and exercises, as appropriate, specific to occupant emergency plans.
- Notify the Occupant Emergency Coordinator and/or Floor Team Leader of any changes to the office OEO roster.

Contractors

While on-site at USAID, contractor personnel are considered occupants and, as such, are subject to all applicable safety and emergency requirements including those found in the Occupant Emergency Plan.

Visitors

Sponsors of on-site visitors, including vendors and conference attendees, are responsible for briefing them on evacuation procedures, shelter-in-place procedures, lockdown, and active shooter procedures. Information concerning the Occupant Emergency Plan, whether in written or oral form, can be provided when the visitor is receiving a map, a badge, and/or a ticket. This information may also be accessed at https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program.

Notification

The USAID Designated Official is responsible for sending all emergency notifications during emergencies. The Designated Official will coordinate with USAID leadership and other applicable offices in advance of emergencies to determine which notifications can be granted prior approval for distribution once pre-established thresholds have been met. Occupant notifications should incorporate notifying on-site and off-site occupants with both immediate and on-going communications. An emergency incident could

disrupt USAID's capability to use the internet or electricity for other means of communication. USAID's communication strategy incorporates redundant means of notification such as radio, cell phones, text messages, public address systems, email, megaphones, and website posting https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program.

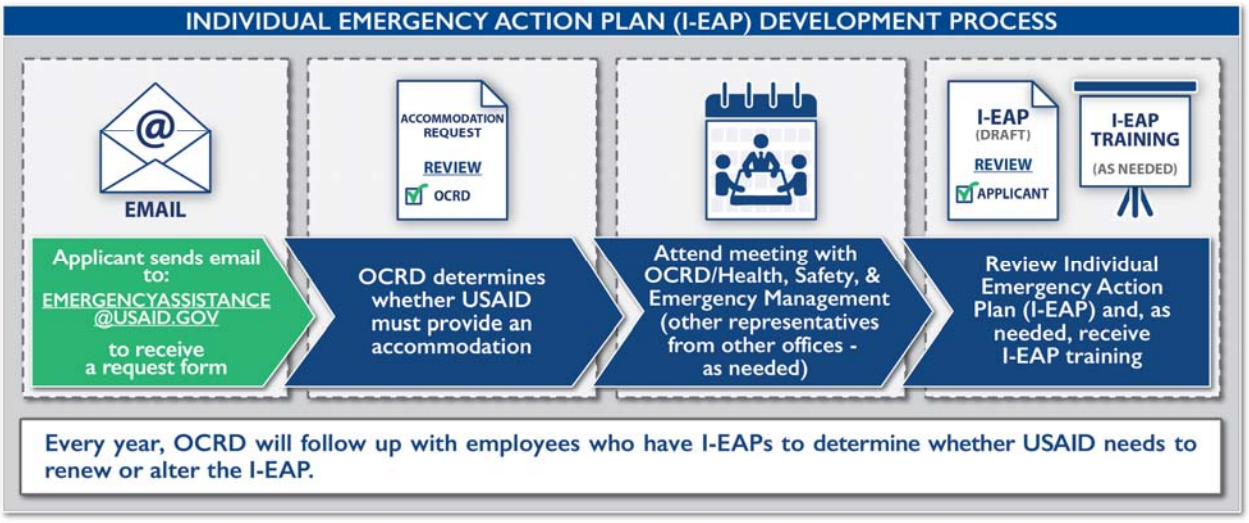
Emergency Assistance Reasonable Accommodation Program

USAID is committed to comply with the requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act of 2008 (ADAAA), and Title VII of the Civil Rights Act of 1964, by providing reasonable accommodation to persons with disabilities and those with sincerely held religious beliefs and practices. If you anticipate needing individualized assistance in the case of an emergency because of a disability or religious belief or practice, please email emergencyassistance@usaid.gov to request an accommodation. **Please note that this email address is NOT intended to receive requests for help during an emergency.**

Upon receipt of your email, USAID will email you an emergency assistance reasonable accommodation request form. Based on the information you voluntarily provide to USAID, and consistent with applicable federal laws, regulations, guidance, and USAID policies, the Office of Civil Rights and Diversity (OCRD) will determine your eligibility for an accommodation. If OCRD determines you are eligible for an accommodation, then OCRD will work with USAID Health, Safety, and Emergency Management personnel, other officials as appropriate, and you to develop an Individual Emergency Action Plan (I-EAP). USAID understands that information you provide may be sensitive and will only disclose that information in accordance with applicable laws and regulations.

Individual Emergency Action Plan (I-EAP) Development Process

Below is the process map defining the steps within the I-EAP development process. This process is maintained by OCRD with support from M/MS/HMD Health, Safety, and Emergency Management. Any questions, comments, and/or concerns should be emailed to emergencyassistance@usaid.gov.


INDIVIDUAL EMERGENCY ACTION PLAN (I-EAP) DEVELOPMENT PROCESS
EMAIL
ACCOMMODATION REQUEST
REVIEW
OCRD
I-EAP
(DRAFT)
REVIEW
APPLICANT
I-EAP TRAINING
(AS NEEDED)
Applicant sends email to: EMERGENCYASSISTANCE @USAID.GOV to receive a request form
OCRD determines whether USAID must provide an accommodation
Attend meeting with OCRD/Health, Safety, & Emergency Management (other representatives from other offices - as needed)
Review Individual Emergency Action Plan (I-EAP) and, as needed, receive I-EAP training
Every year, OCRD will follow up with employees who have I-EAPs to determine whether USAID needs to renew or alter the I-EAP.

Occupant Emergency Plan

In compliance with 29 CFR 1910.38, the information below constitutes USAID's Occupant Emergency Plan (OEP).[1]

USAID maintains this OEP in written form and the USAID Occupational Safety and Health Manager posts the most recent OEP on the internal USAID website https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program for all USAID personnel to review.[2]

Procedures for Reporting a Fire or Other Emergency

A fire or other emergency in the Ronald Reagan Building (RRB) may be reported by performing any of the following actions[3]:

- Pulling a fire alarm at a pull station (a wall-mounted device to trigger a fire alarm);
- Calling 9-1-1 from a USAID desk phone (not required to dial "9" first when using a USAID desk phone) or cellular phone for DC police/fire/emergency medical services (EMS);
- Calling USAID Security by cellular phone at 202-712-5644 or by dialing 2-5644 from a USAID desk phone; and,
- Reporting a fire or other emergency to a uniformed USAID Security Guard.

Employee Alarm System

In the event of an emergency, employees may be alerted by one or more of the following[4]:

- The sounding of an alarm accompanied by strobe lights;
- Public address system announcement; and,
- Verbal announcement from USAID Security, Federal Protective Service (FPS) officers, or any other official.

Personnel should follow all instructions provided.

[1] In accordance with 29 CFR 1910.38(a)
[2] In accordance with 29 CFR 1910.38(b)
[3] In accordance with 29 CFR 1910.38(c)(1)
[4] In accordance with 29 CFR 1910.38(d)

Procedures for Emergency Evacuation, including Type of Evacuation and Exit Route Assignments

During emergency evacuations, USAID personnel, contractors, and visitors should follow instructions and immediately evacuate the building using the nearest marked exit. Once all personnel have left the building, they should report to their bureau's or independent office's assigned evacuation assembly sites. The three evacuation sites are as follows, along with the B/IOs that should report to each site[5]:

1. **Freedom Plaza** (north side of Pennsylvania Ave. between 13th and 14th Streets):
    - A/AID (including OFBCI)
    - ES
    - BRM
    - DCHA
    - M (M/AA, M/MS, M/MPBP)
    - HCTM
    - OAPA
    - SEC
    - LAB

2. **William Jefferson Clinton Plaza** (west side of 12th Street between Pennsylvania Ave and Constitution, NW):
    - Africa
    - FA
    - E&E
    - OCRD
    - GC
    - PPL

3. **Pershing Park** (northwest corner of 14th Street and Pennsylvania Ave, NW):
    - Asia
    - BFS
    - E3
    - GH
    - LAC
    - LPA
    - ME

[5] In accordance with 29 CFR 1910.38(c)(2)

- OIG

Designated Federal Managers and Supervisors for each bureau and independent office provide personnel with their assigned evacuation assembly site.

Procedures to be followed by Employees who Remain to Operate Critical Plant Operations Before They Evacuate

No employees are authorized to delay evacuation and, thus, critical operations shutdown procedures are not required.[6]

Procedures to Account for all Employees after Evacuation

Following evacuation to the evacuation assembly sites, all employees are required to check-in with a representative from their bureau or independent office. The representative has a roster of all employees from the bureau or independent office and

[6] In accordance with 29 CFR 1910.38(c)(3)

takes attendance. The representative reports personnel who are unaccounted for to the **USAID evacuation accountability monitor (EAM)** located at the northwest corner of Pennsylvania Ave, NW and 13½ Street.[7] The EAM will be wearing an orange vest and/or a white hat. If an EAM is not present, a representative for USAID Heath, Safety, and Emergency Management and/or Office of Security will respond to the EAM location to receive reports of any missing persons.

Procedures to be followed by Employees Performing Rescue or Medical Duties

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.[8]

Training

All employees are briefed on USAID's emergency preparedness policies and procedures, including safe and orderly evacuation procedures during the "New Employee Orientation" (NEO) upon commencing work at USAID. Employees are also provided with emergency procedures guidance for the facility they will occupy. All USAID Security personnel, the USAID Occupational Safety and Health Manager, and the USAID Emergency Management staff are trained to assist in a safe and orderly evacuation of USAID personnel during an emergency.[9] Other training, such as cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) training, emergency preparedness refresher training, and evacuation drills are held several times per year. Dates and times of available training are distributed to staff using Agency Notices.

Review of Occupant Emergency Action Plan

All personnel covered by the OEP are provided training during "New Employee Orientation" when they commence work at the RRB.[10] If an employee's responsibilities under the EAP/OEP change, additional review of the plan is offered via the USAID intranet website https://pages.usaid.gov/M/MS/HMD/occupant-emergency-program.[11] All USAID personnel in the RRB are provided the plan to review via the USAID intranet website when the plan is changed.[12]

Federal Managers and Supervisors must ensure all employees and contractors under their supervision are aware of the office specific OEO, occupant emergency plans, and actions expected during any emergency;

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[7] In accordance with 29 CFR 1910.38(c)(4)
[8] In accordance with 29 CFR 1910.38(c)(5)
[9] In accordance with 29 CFR 1910.38(e)
[10] In accordance with 29 CFR 1910.38(f) and (f)(1)
[11] In accordance with 29 CFR 1910.38 (f)(2)
[12] In accordance with 29 CFR 1910.38 (f)(3)

OEP Points of Contact

The following USAID points of contact may be used by employees who need more information about the plan and/or an explanation of their duties under the plan[13]:

- Luis Garcia, USAID Designated Official, lugarcia@usaid.gov
- Taro Jones, USAID Designated Alternate Official, tarjones@usaid.gov
- USAID Emergency Preparedness at emergency@usaid.gov
- Chris Orbits, USAID Occupational Safety & Health Manager, corbits@usaid.gov
- Emory Fristoe, USAID Emergency Manager, efristoe@usaid.gov
- Todd Jasper, USAID Emergency Management Contractor, tjasper@usaid.gov

[13] In accordance with 29 CFR 1910.38(c)(6)

Appendices

Guidance and procedures for the following types of emergencies are provided in these appendices:

- Evacuation Procedures
- Shelter-in-Place Procedures
- Lockdown Procedures
- Active Shooter Incidents
- Medical Emergencies
- Fires
- Suspicious Packages/Activity
- Utility Failures
- Severe Weather
- Special Events, Demonstrations, and Civil Disturbances
- Bomb Threats
- Radiological/HAZMAT Incidents
- Earthquakes

Appendix 1: Evacuation Procedures

Once notified of the need to evacuate:

- Take only limited personal possessions with you (e.g., your USAID identification, coat, purse, prescription medication, and personal emergency kit).

- Immediately evacuate using the nearest stairwell. **DO NOT ATTEMPT TO USE THE ELEVATORS.**

- If a **FIRE** is the cause of the evacuation, make sure to feel all doors with the back of your hand before opening. If the door feels warm, do not attempt to open it. Find another exit. If you get caught in smoke, get down and crawl. If possible, cover your nose and mouth with cloth. Stay low and get out of the building.

- If you cannot descend the stairs, wait outside the stairwell door and let others know that you need help evacuating. If possible, dial 9-1-1 and give your location and the nature of assistance you require. After everyone has evacuated, enter the stairwell landing to await further assistance. Evacuation chairs should only be used as a last resort. Unless there is a direct threat to life, only firefighters should operate the evacuation chairs down the stairwells. Evacuation chairs are located by stairwells 2B and 3A on floors two through nine.

Locations of USAID Evacuation Chairs	
Stairwell 2B	14th Street stairwell
Stairwell 3A	13 ½ Street stairwell

- Upon exiting the building, tell a public safety official (such as USAID Security, firefighters, paramedics, or police officers) if you know of anyone trapped inside the building.

- Immediately relocate to your bureau's or independent office's designated **Evacuation Assembly Site**.

- Do not re-enter the building until the USAID Incident Commander gives the all-clear and USAID Security begins allowing USAID personnel to re-enter. The all-clear announcement may be communicated by:

    - Public Address system announcement; or,

- Verbal Announcement from USAID Security, USAID Emergency Management staff, Federal Protective Service (FPS) officers, or any other designated official.

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 2: Shelter-in-Place Procedures

Once notified of the need to shelter-in-place:

- If not already in an interior office or room, immediately relocate to interior offices or conference rooms within USAID. Stay away from windows. Do not evacuate the building. Do not stay in stairwells or hallways;
- Take only limited personal possessions with you (e.g., your USAID identification, coat, purse, prescription medication, and personal emergency kit);
- Turn off any fans and close all doors; and,
- Remain sheltering-in-place until the all-clear announcement is given.

If you attempt to leave the building during a shelter-in-place incident, you may be prevented from leaving the building. No vehicles will be allowed to depart during a shelter-in-place incident. If you leave the building, you will not be permitted to return to the building until the all-clear announcement is made.

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 3: Lockdown Procedures

Once notified of the need to lockdown:

- Proceed to a room that can be locked. Do not stay in hallways or stairwells.
    - If you do not have access to a room that can be locked, use heavy items to barricade yourself if possible.
- Once inside a room that can be locked, close and lock all windows and doors. Close all curtains and blinds. If possible, barricade the doors with bookcases, cabinets, or other heavy objects.
- Turn off all lights.
- Sit on the floor, away from any windows and doors. Stay low to the ground.
- Remain quiet. Turn all cell phones and other devices capable of making noise to the "silent" mode.
- Do not try to leave the building during a lockdown incident. If you encounter law enforcement, keep your hands up and spread your fingers. Follow any instructions they give you.

If law enforcement attempts to enter the room you are in, demand they slide their badge or identification under the door. Only exit once you are certain it is safe to do so or if the all-clear announcement has been given.

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 4: Active Shooter Incidents

When an active shooter is in your vicinity, quickly **determine** the most reasonable way to protect your own life:

Evacuate:

- Have an escape route in mind, leave your belongings behind, and keep your hands visible.

Hide-Out

- Hide in an area out of the shooter's view, block entry to your hiding place and lock the doors, and silence your cell phone and/or pager.

Take Action

- As a last resort, and only if your life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter.

Call 9-1-1 when it is safe to do so

If known, include location of shooter, number of shooters, description, number and types of weapons, and number of potential victims at the location.

Training

USAID's Office of Security provides training on how to behave in an active shooter situation. For more information or to schedule training, contact the Office of Security at 202-712-0990.

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 5: Medical Emergencies

- Evaluate the scene for any safety hazards. If it is unsafe to stay with the victim, leave immediately. As soon as possible, dial 9-1-1 using a desk phone or cell phone. Describe the nature of the medical emergency. Give the location (floor and room number) where the victim is located.

- If safe to do so, stay with the victim while awaiting assistance. If the victim is unconscious, take the following actions:

    - Check to see if the victim is breathing. If the victim is not breathing and you are qualified, begin cardiopulmonary resuscitation (CPR). Send someone to retrieve an automated external defibrillator (AED) while you perform CPR.

    - Limit exposure to any bodily fluids. Use gloves if possible when rendering assistance. If victim is bleeding, apply direct pressure and elevate the affected body part to control bleeding.

    - Do not move the victim unless there is an immediate life/safety hazard.

    - Check victim for emergency medical identificationo9tags and/or medications. When first responders arrive, inform them of what you found.

    - Do not give the victim food or liquids. An unconscious or semiconscious victim cannot swallow and could choke.

Appendix 6: Fire

If you observe fire or smoke:

- Activate the closest building fire alarm box (usually located near the stairwells) by pulling the lever and immediately evacuate the building.

- If there is smoke, stay low to the floor and move to the nearest stairwell. Smoke will rise towards the ceiling.

- **Feel closed doors for heat before opening them.** It is best to use the back of your hand. If the door is hot, the fire may be on the other side of the door; take another escape route if it exists. If not, open the door carefully to see if escape is possible.

- If escape is not possible, dial 9-1-1 using a desk phone or cell phone to request assistance and give your location to DC Police/Fire/EMS. Try to seal doors and vents to prevent additional smoke from entering the room while you await rescue.

- Once you evacuate the building, proceed to your pre-designated **Evacuation Assembly Site** to be included in the headcount

- Only re-enter the building once the all-clear announcement has been made

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 7: Suspicious Package/Activity

Please be aware of suspicious activity or unattended packages/materials—both inside and along the exterior of the building. If you see a suspicious package or activity:

- **DO NOT PULL THE FIRE ALARM!**
- **DO NOT TOUCH THE SUSPICIOUS ITEM!**
- Immediately call 9-1-1 from a desk phone or cell phone.
- Give your name, location, the location of the package/activity, and any other information requested.
- Make sure to note if anyone has come into contact with the package/materials.
- USAID's Office of Security or law enforcement will investigate the item and provide additional instructions to stay safe.

Individuals with Access and/or Functional Needs
If you anticipate needing assistance during an emergency, please email emergencyassistance@usaid.gov to develop an individualized emergency action plan to meet your needs. This email is **NOT** intended to receive requests for help during an emergency.

Appendix 8: Utility Failure

Failure of one or more of the utilities (electricity, water, or gas) must be dealt with on a situational basis. While the situation is being assessed:

- Do not evacuate the building.
- Follow instructions from USAID's Office of Security and/or Emergency Management staff.
- Under certain circumstances, USAID occupants may be asked to shelter-in-place, evacuate, or may be dismissed for the day. Above all, stay calm and follow instructions.

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Appendix 9: Severe Weather

Severe weather includes winter storms, thunderstorms, extremely hot/cold temperatures, hurricanes, tornadoes, and floods. While severe weather rarely affects our operations, please prepare yourself by doing the following:

- **Government-wide operating status:** Sign up for US Office of Personnel Management (OPM) operating status alerts at *http://www.opm.gov*. USAID abides by OPM's operating status—however, essential personnel may still need to report to work.

  Please also consider downloading the *OPM Alert* smartphone application from http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/. *OPM Alert* is the official operating status app of the OPM. This free app provides a real-time look at the current operating status for Federal Government offices in the Washington, DC area. This app allows you to instantly view the current and active operating status and sign up for optional push notifications when status changes occur.

- Weather conditions may deteriorate while you are at work. Be prepared by:

  - Knowing how and where to shelter-in-place. Be prepared to shelter at work until weather conditions permit safe transit home or to an alternate, suitable location.

  - Having several alternate routes home (including using public transit).

  - Keeping a fully stocked personal emergency kit at your desk (visit www.ready.gov for additional information on what to include in your kit).

  - Signing up for National Weather Service alerts to be ready if severe weather strikes.

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Appendix 10: Special Events, Demonstrations, and Civil Disturbances

If you observe a demonstration or a civil disturbance forming in or around USAID buildings, immediately call USAID Security at (202) 712-5644 and report what you see. Do not assume that security knows about the demonstration or that others will call first.

- Stay in your workspace and away from the lobby and other public areas.
- Do not go to the scene of a civil disturbance or demonstration.
- Do not confront or antagonize demonstrators. Avoid interaction with the individuals perpetrating the disturbance.
- If necessary, the public address system, or other means will be used to notify building occupants when it is safe to leave the building as well as the safest routes out of the building.

During special events, USAID Emergency Management and/or USAID's Office of Security personnel may distribute specific guidance to keep USAID personnel safe. Please be alert for advisories, notifications, and warnings.

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Appendix 11: Bomb Threat

BOMB THREAT
CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information using the checklist in the right column.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (column to the right) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call Federal Protective Service (FPS) Police: (202) 708-1111.
2. Handle note as minimally as possible.

If a bomb threat is received by email:

1. Call Federal Protective Service (FPS) Police: (202) 708-1111.
2. Do not delete the message.

Signs of a suspicious package:

- No Return Address
- Excessive Postage
- Stains
- Strange Odor
- Strange Sounds
- Unexpected Delivery
- Poorly Handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT
SELECT ONE

- Follow your local guidelines.
- Call Federal Protective Service (FPS) Police: (202) 708-1111
- Call 9-1-1

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

ASK CALLER:

Where is the bomb located? (Building, Floor, Room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb? (Yes/No)

Why?

What is your name?

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:

Where is the caller located? (Background and level of noise)

Estimated Age:

Is the voice familiar If so, who does it sound like?

Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing Throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep Breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA System
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office Machinery
- ☐ Factory Machinery
- ☐ Local
- ☐ Long Distance

Threat Language

- ☐ Incoherent
- ☐ Message Read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-Spoken

USAID FROM THE AMERICAN PEOPLE

Appendix 12: Radiological/Hazardous Material Incident

- Immediately shelter-in-place. If you are in direct contact with hazardous materials, relocate to a safe area. Remove all contaminated clothing and use soap and water to wash areas of your body that have been in contact with any hazardous materials. Immediately call 9-1-1 and seek medical attention.
- Close all exterior doors.
- Shut down and seal all heating, ventilation, and air conditioning equipment.
- Stay attentive for instructions to relocate to safer areas of the building, if known.
- Please remain calm and only evacuate the building when instructed to do so.

Please keep your emergency kit ready and fully stocked.

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Appendix 13: Earthquake

You cannot tell from the initial shaking if an earthquake will suddenly become intense so always **Drop, Cover,** and **Hold On** immediately!

- **DROP** to the ground.
- Take **COVER** by getting under a sturdy desk or table.
- **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.
- Do **NOT** evacuate unless you see structural damage to the building or you are instructed to evacuate.

If there is no table or desk near you, drop to the ground and then move to an inside corner of the room. Be in a crawling position to protect vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. ***Doorframes are NOT stronger than any other part of the building.*** Do not risk injury by attempting to move to a doorframe.

If you are unable to Drop, Cover, and Hold On: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

If you are in a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

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